

GUADALUPE COUNTY

Elections Administrator



Elections/Voter Registration
3251 N. State Hwy 123, Seguin, Texas 78155
Seguin, Texas 78155
[County Elections | Guadalupe County, Texas](#)

In compliance with the Guadalupe County Personnel Policy, it is mandatory that Department Heads post this notice for five (5) working days. This notice will be posted beginning June 2, 2026. Position is open until filled.

EMPLOYMENT NOTICE

The Guadalupe County Elections Office is currently seeking an **Elections Administrator**.

The Guadalupe County Elections Commission is accepting applications for the position of Elections Administrator. This position is responsible for the overall management of elections within Guadalupe County, including voter registration. Must be able to coordinate and conduct joint elections with multiple entities and in conjunction with countywide general elections. Prepares, monitors, and coordinates three funding sources: state voter registration funds, contract funds, and county general funds. Supervises staff and works closely with other staff on redistricting and coding jurisdictions. Participates in media interviews and makes presentations to civic organizations.

Applicant must have:

- Extensive knowledge of federal and state election laws and procedures, HAVA requirements, ballot programming/processing technology, election systems, central-count optical-scan tabulation systems, and DRE's.
- Ability to plan and conduct large-scale training activities for election personnel.
- Ability to supervise staff and work with a wide variety of community leaders, elected officials, and others in a professional manner.
- Election administration experience in Texas and a college degree in a related field are preferred.
- This position cannot be done remotely.

The salary range for this position is \$85,000-\$99,400. Benefits include Medical Insurance, Paid Holidays, Life Insurance, and Retirement.

Applications and a complete job description may be obtained from the Guadalupe County Human Resources page ([Human Resources Home | Guadalupe County, Texas](#)) or the Human Resources Office located at 3251 N. State HWY 123 Bypass, Seguin, TX. Please submit completed applications and a resume to the Human Resources Office, 211 W. Court, Ste. 150, Seguin, TX.

Guadalupe County is an equal opportunity employer. Guadalupe County does not discriminate on the basis of race, color, national origin, sex, religion, age, and/or handicapped status in employment or the provision of services.